



# *City of Seat Pleasant*

*Office of the City Council*

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## **A CITY OF EXCELLENCE SMART CITY**

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name: Council Clerk**

**Date of Report: July 5, 2018 Reporting Period: June 1-June 30, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- Communicated with Ms. Kittrell to reserve Activity Center for June Ward Meeting
- Communicate with Delegate Eric Barron’s office to coordinate meeting w/ Councilmember Sistrunk
- Communicate with Public Works for set up of June Ward Meeting
- Council Clerk prepared flyers, agendas, sign-in sheets, for Ward II and V Combined Ward Meeting
- Attend Combined Ward Meeting for the month of June
- Council Clerk maintain all City Councils Calendars
- Council Clerk maintained and Scheduled Council Chambers for the month of June
- Attend Regular Work and Public Sessions for the month of June
- Contact vendors for June Ward meeting
- Confirm speakers for June Ward meeting
- Contact local churches for representative to do invocation for Monthly Sessions
- Update Ward Sign-In spreadsheets
- Process Purchase request for Ward Meeting reimbursements
- Coordinate w/ Public Works and Public Engagement Department to request equipment for ward meeting
- Complete 5 travel packets for MML
- Communicate w/ representative from LGAC to attend conference w/ Councilman Porter
- Attend LGAC conference w/ Porter (6/6-8)
- Prepare flyer for ward 3 prayer brunch
- Attend MML conference
- Process purchase request for events at the MML conference
- Communicate w/ Mrs. Wallace and Mayor Grant to schedule council retreat
- Communicate w/ Mrs. Wallace and Mayor Grant to request info for staff
- Create agenda for Council retreat
- Attend Council retreat and took notes

- Process purchase request for supplies for Council retreat
- Logistics for council retreat (food and other supplies)
- Contact hotels and organizations to book council retreat
- Process purchase request for checks for Pastor fuller for facility for Council retreat
- Process purchase requests for Ward 3 prayer brunch